



# My Time

## Quick Reference Guide > How to View and Edit Your Timesheet *Summer Students/Co-Ops*

### Document Purpose

This document is intended for use by K-C Summer Students/Co-Ops Employees. It will define terminology in the Ultimate Time and Attendance system, describe how to view, navigate, and edit your timesheet, how to use the time off calendar and time off requests, and how to use the reporting function.

### For Summer Students/Co-Ops, there are some specific differences to your schedule and time entry.

- **Schedule:** Your schedule will display as 13 hours per day and 7 days per week. This does not mean that you are expected to work 13 hours each day or 7 days per week. It is a standard schedule used for all Summer Students/Co-Ops assignments to accommodate all locations. Your typical work routine would be an 8 hour day Monday - Friday.
- **Worked Hours:** All of your worked time must be entered onto the electronic time sheet so that it can process for payroll. You will need to enter your start time, your meal break, and your end time. Therefore, a normal day would consist of 3 entries on your time sheet.
- **Absence Hours:** All absences must be entered on your time sheet. A full day absence would be entered with start and end times to equal 8 hours. A partial day absence should be entered with the appropriate start and end time of the absence with another line entry for worked time.
- **Holidays:** You will receive 8 hours of pay for a corporate recognized holiday. For Summer Students/Co-Ops at our Canadian locations, a time entry will not be required.

## To View Your Timesheet, follow these steps:

1. From the main menu, click on My TS (My Timesheet)



2. This will take you to your timesheet (shown below)

Timesheet  [Load](#) ◀ 06/15/2020 - 06/21/2020 ▶

Employee: ██████████ [Selected Employees](#) ▶

	Trace		Scheduled	Worked	Shift	Clocks	Time Code Summary	Hour Type Summary	Calculation Group
▶	<input type="checkbox"/>	<input type="checkbox"/> Trace <input type="checkbox"/> X <input type="checkbox"/>	06/15/2020 Mon	13.00	999-PT40 06:00-19:00 NM	+	UAT 13.00	UNPAID 13.00	CDN INTERNS <input type="button" value=""/>
▶	<input type="checkbox"/>	<input type="checkbox"/> Trace <input type="checkbox"/> X <input type="checkbox"/>	06/16/2020 Tue	13.00	999-PT40 06:00-19:00 NM	+	UAT 13.00	UNPAID 13.00	CDN INTERNS <input type="button" value=""/>
▶	<input type="checkbox"/>	<input type="checkbox"/> Trace <input type="checkbox"/> X <input type="checkbox"/>	06/17/2020 Wed	13.00	999-PT40 06:00-19:00 NM	+	UAT 13.00	UNPAID 13.00	CDN INTERNS <input type="button" value=""/>
▶	<input type="checkbox"/>	<input type="checkbox"/> Trace <input type="checkbox"/> X <input type="checkbox"/>	06/18/2020 Thu	13.00	999-PT40 06:00-19:00 NM	+	UAT 13.00	UNPAID 13.00	CDN INTERNS <input type="button" value=""/>
▶	<input type="checkbox"/>	<input type="checkbox"/> Trace <input type="checkbox"/> X <input type="checkbox"/>	06/19/2020 Fri	13.00	999-PT40 06:00-19:00 NM	+	UAT 13.00	UNPAID 13.00	CDN INTERNS <input type="button" value=""/>
▶	<input type="checkbox"/>	<input type="checkbox"/> Trace <input type="checkbox"/> X <input type="checkbox"/>	06/20/2020 Sat	13.00	999-PT40 06:00-19:00 NM	+	UAT 13.00	UNPAID 13.00	CDN INTERNS <input type="button" value=""/>
▶	<input type="checkbox"/>	<input type="checkbox"/> Trace <input type="checkbox"/> X <input type="checkbox"/>	06/21/2020 Sun	13.00	999-PT40 06:00-19:00 NM	+	UAT 13.00	UNPAID 13.00	CDN INTERNS <input type="button" value=""/>

[Submit](#) [Show Edits](#)

### Code Summary

	UNPAID	Total
UAT	\$1.00	\$1.00
Total	\$1.00	\$1.00

## Timesheet Terminology:

- **Work Summary:** Displays Time Codes and Hour Types.

Clocks	Time Code Summary	Hour Type Summary
	WRK 8.00	REG 8.00

- **Time Code:** Displays how your time is being recorded (Worked, Training, Meal etc.)
- **Hour Type:** Displays what pay calculation is being used (Regular Pay, OT etc.)

- **Code Summary:** Displays a summary of the time codes, hour types and totals for each.

Code Summary

	REG	UNPAID	Total
MEAL		2.50	2.50
UAT		48.50	48.50
WRK	40.00		40.00
Total	40.00	51.00	91.00

Note: The UAT is unallocated time. This is time from a schedule that has no time entry applied to it. Due to your 13 hr schedule, you should expect to see unallocated time each day. This is not an error. In this example, you see there are 40 hours of Regular Time that will be paid.

- **Work Details:** Displays start/end times, hours, time code, hour type, job, cost center and bank OT.

The screenshot shows a 'Work Details' view for a specific date and shift. It includes a table with columns: Start Time, End Time, Hours, Time Code, Hour Type, Job, Cost Center, Bank OT, Shift Off, and Shift Off Amount. The table lists several entries for the date 06/15/2020, including MEAL, UAT, and WRK. Below the table is a 'Code Summary' table with columns: REG, UNPAID, and Total. The summary table shows: MEAL 0.50, UNPAID 0.50, UAT 81.00, WRK 9.50, and Total 9.50.

## Hours are displayed as Hours and Minutes

- **Additional Info:** Displays balances. As a Summer Student/Co-Op, the only type of balance you will have is Banked Holiday. Most of the time, this will be zero. However, if you work on a statutory holiday, you will see 8 hours added to the Banked Holiday balance. Please review with your Time Approver for details.

Balances Clocked Applied Clocked Pending Clocked Rejected Retro Adjustments ERRORS DELETED OVERRIDES

Balances Modified

Name	Units	Initial	Increase	Decrease	Final
No balances were modified on this day					

Unchanged Balances

Name	Units	Balance
BANKED HOLIDAY HOURS	0	

- **Show Edits:** Displays any edits that have been made by you or your Time Approver to your timesheet.

		Trace	✖	🗨	🖋	09/14/2020 Mon	13:00	08:00	999-PT40 06:00-19:00 NM
🗑	📄	+ <a href="#">Edit Work Detail</a>				15:30 - 19:00	Department=0,Job=0,Code=UAT,Comment=Blank,Bank OT=Blank	(TESTER1, 05/27/2020 19:59:19)	
🗑	📄	+ <a href="#">Edit Work Detail</a>				12:00 - 15:30	Department=0,Job=0,Code=WRK,Comment=Blank,Bank OT=Blank	(TESTER1, 05/27/2020 19:59:19)	
🗑	📄	+ <a href="#">Edit Work Detail</a>				11:30 - 12:00	Code=MEAL	(TESTER1, 05/27/2020 19:58:21)	
🗑	📄	+ <a href="#">Edit Work Detail</a>				07:00 - 11:30	Code=WRK	(TESTER1, 05/27/2020 19:58:04)	

- **Override Tool:** Displays a list of overrides that you can perform on your timesheet. Available options include: Comment, LTA (Absences), Delete Details and Work Detail.

▶	☐	✓	🗨	🖋	09/24/2020 Thu		999-PT40 06:00-19:00 NM
▶	☐	✓	🗨	🖋	09/25/2020 Fri	07:58	999-PT40 06:00-19:00 NM
▶	☐	✓	🗨	🖋	09/26/2020 Sat		999-PT40 06:00-19:00 NM

### To Navigate the Timesheet, follow these steps:

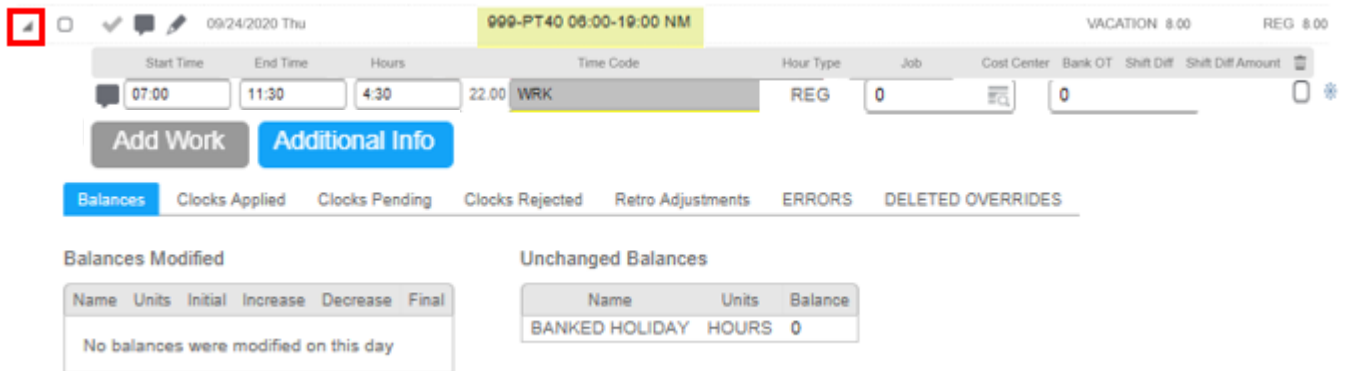
1. At the top of the timesheet, use the arrows to move backward or forward in time.



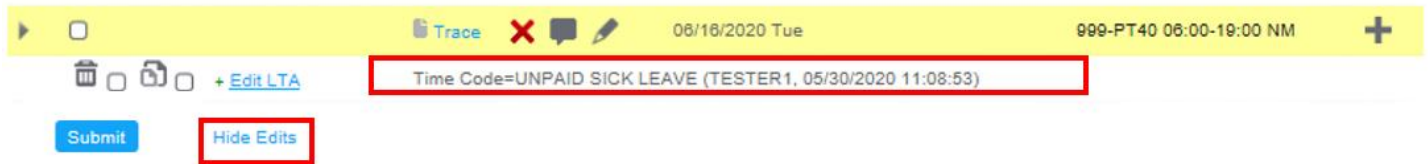
2. To view the **work details** for any given day, click the small **arrow** on the day you want to view. This will expand the work details and display the different time segments for the day.

Start Time	End Time	Hours	Time Code	Hour Type	Job	Cost Center	Bank OT	Shift Diff	Shift Diff Amount
09:00	07:00	1.00	UAT	UNPAID	0	0			
07:00	11:00	4.00	WRK	REG	0	0			
11:00	11:30	0.30	MEAL	UNPAID	0	0			
11:30	18:00	4.30	WRK	REG	0	0			
18:00	19:00	3.00	UAT	UNPAID	0	0			


- To view **additional info** for any given day, click the small **arrow** on the day you want to view. This will expand the work details and display the additional info button. Click on the **additional info** button to reveal available options. To view your balances, simply click on the **tab**. All tab options will not apply to you, but they are part of the normal screen display.



- To view edits made to your timesheet, click on the **Show Edits** link located at the bottom of the timesheet next to the submit button. To hide edits, simply click on the **Hide Edits** link.



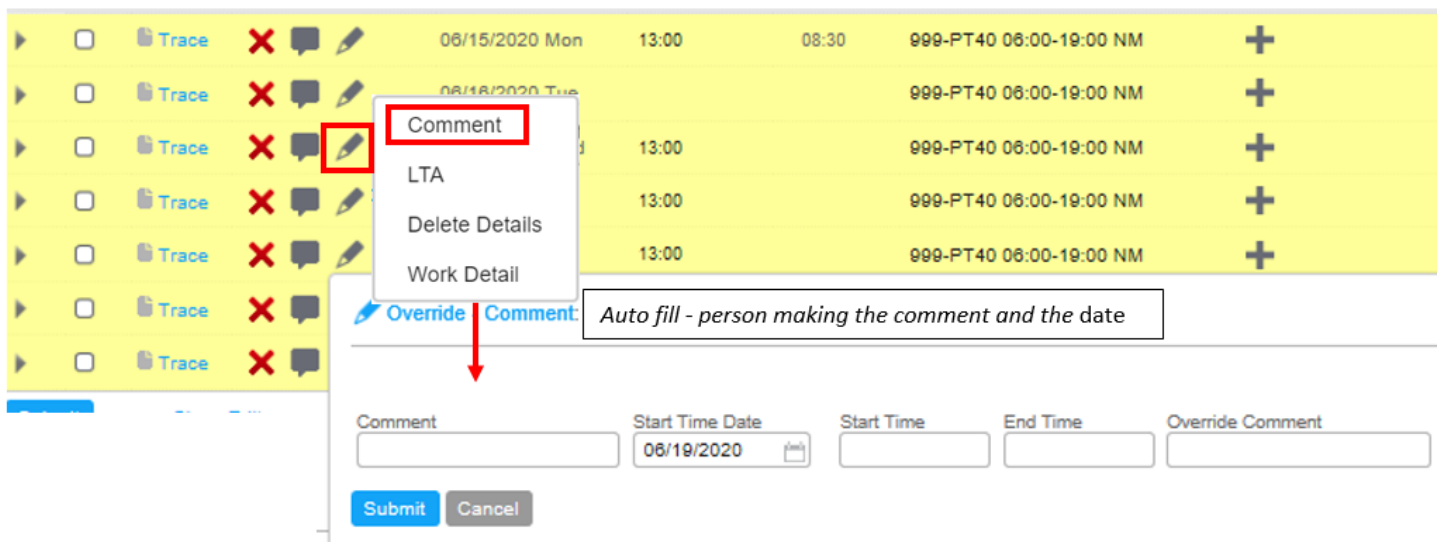
- To view any **comments** made on your timesheet, click on the comment icon. If the comment icon is blue, this indicates that there is a comment. If the comment icon is grey, there is no comment. Once the message has been read, click the **OK** button to close the comment window.



## How To Edit Your Timesheet:

### To Add A Comment On Your Timesheet, follow these steps:

1. Click the **pencil** icon (override tool) on the date applicable to the comment.
2. Select **Comment** from the list of overrides.
  - The **Override - Comment** screen will display.
3. Type your **comment** in the comment field, then click **Submit**.



Date	Time	Time Code
06/15/2020 Mon	13:00 - 08:30	999-PT40 06:00-19:00 NM
06/16/2020 Tue	13:00	999-PT40 06:00-19:00 NM
06/17/2020 Wed	13:00	999-PT40 06:00-19:00 NM
06/18/2020 Thu	13:00	999-PT40 06:00-19:00 NM
06/19/2020 Fri	13:00	999-PT40 06:00-19:00 NM

Override Comment: *Auto fill - person making the comment and the date*

Comment:

Start Time Date:

Start Time:

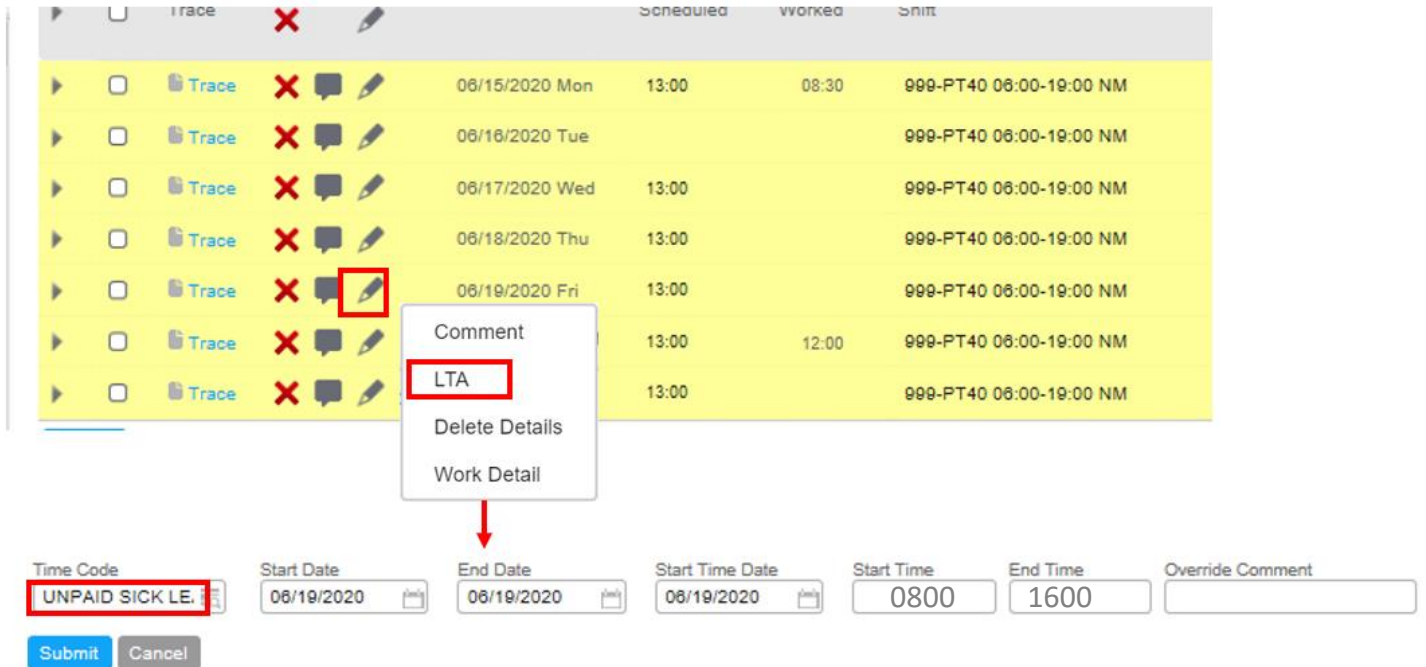
End Time:

Override Comment:

### To Add an Absence (LTA) On Your Timesheet, follow these steps:

1. Click the **pencil** icon (override tool) on the date applicable to the absence.
2. Select **LTA** from the list of overrides. This will give you a selection of absence types.
  - The **Override - LTA** screen will display.
3. In the **Time Code** field, use the **lookup** to select the LTA you want applied to your timesheet.
  - If the absence is for a **full day**, enter the start and end times to total 8 hours, and click **submit**. The LTA override will be applied to your timesheet for 8 hours.
  - If the absence is for a **partial day**, type in the **Start Time** and **End Time** in the available fields and click **Submit**.

- If the absence is for **multiple days**, use the **calendar lookups** in the **Start Date** and **End Date** fields to select the appropriate date range, then **click Submit**.



Trace	Scheduled	worked	Shift
Trace X	06/15/2020 Mon	13:00	08:30 999-PT40 06:00-19:00 NM
Trace X	06/16/2020 Tue		999-PT40 06:00-19:00 NM
Trace X	06/17/2020 Wed	13:00	999-PT40 06:00-19:00 NM
Trace X	06/18/2020 Thu	13:00	999-PT40 06:00-19:00 NM
Trace X	06/19/2020 Fri	13:00	999-PT40 06:00-19:00 NM
Trace X		13:00	12:00 999-PT40 06:00-19:00 NM
Trace X		13:00	999-PT40 06:00-19:00 NM

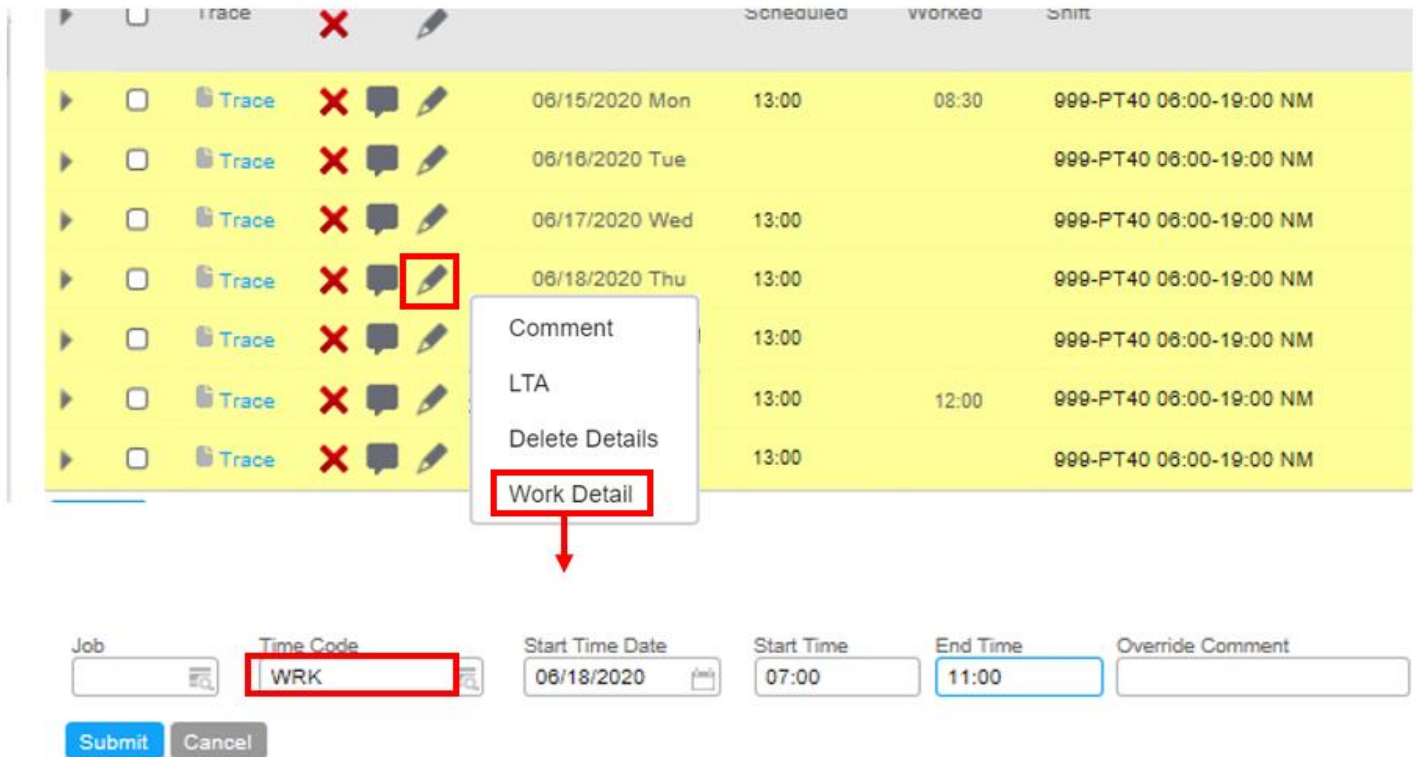
Time Code	Start Date	End Date	Start Time Date	Start Time	End Time	Override Comment
UNPAID SICK LE.	06/19/2020	06/19/2020	06/19/2020	0800	1600	

Submit Cancel

### To Add Work Details On Your Timesheet, follow these steps:

1. Click the **pencil** icon (override tool) on the applicable date.
2. Select **Work Detail** from the list of overrides.
  - The **Override - Work Detail** screen will display.
3. In the **Time Code** field, use the **lookup** to select the time code you want applied to your timesheet.
4. In the **Start Time** and **End Time** fields, specify the start and end time of the work detail you want assigned to the time code.
5. Click **Submit**.





	Trace		Scheduled	Worked	Shift
▶	<input type="checkbox"/>	Trace	X		
			06/15/2020 Mon	13:00	08:30
			06/16/2020 Tue		
			06/17/2020 Wed	13:00	
			06/18/2020 Thu	13:00	
				13:00	
				13:00	12:00
				13:00	

Context Menu:

- Comment
- LTA
- Delete Details
- Work Detail**

Form Fields:

Job:

Time Code:

Start Time Date:

Start Time:

End Time:

Override Comment:

Buttons:

**To Delete Details On Your Timesheet, follow these steps:**

1. Click the **pencil** icon (override tool) on the applicable date.
2. Select **Delete Details** from the list of overrides.
  - The **Override - Delete Details** screen will display.
3. In the **Start Time** and **End Time** fields, specify the start and end time you want to delete.
4. Click **Submit**.



	Trace		Scheduled	Worked	Shift
▶	<input type="checkbox"/>	Trace	X		
▶	<input type="checkbox"/>	Trace	X		
▶	<input type="checkbox"/>	Trace	X		
▶	<input type="checkbox"/>	Trace	X		
▶	<input type="checkbox"/>	Trace	X		
▶	<input type="checkbox"/>	Trace	X		

Comment

LTA

**Delete Details**

Work Detail

Start Time Date: 06/18/2020

Start Time: 07:00 | End Time: 11:00

Override Comment:

**To Delete An Override, follow these steps:**

1. Click the **Show Edits** link, beside the Submit button, at the bottom of the timesheet.
2. Click the **checkbox** next to the **Trash Can** icon for the override you want to delete.
3. Click **Submit**.

	Trace		Scheduled	Worked	Shift	Clocks	Time Code Summary	Hour Type Summary
▶	<input type="checkbox"/>	Trace	X			+	MEAL 0.50 , UAT 3.00 , WRK 8.50 , UAT 1.00	REG 8.50 , UNPAID 4.50
▶	<input type="checkbox"/>	Trace	X			+	UNPAID SICK LEAVE 13.00	UNPAID 13.00
▶	<input type="checkbox"/>	Trace	X			+	UAT 13.00	UNPAID 13.00
▶	<input type="checkbox"/>	Trace	X			+	WRK 4.00 , UAT 9.00	REG 4.00 , UNPAID 9.00
▶	<input type="checkbox"/>	Trace	X			+	UAT 13.00	UNPAID 13.00
▶	<input type="checkbox"/>	Trace	X			+	UAT 1.00 , WRK 12.00	REG 12.00 , UNPAID 1.00
▶	<input type="checkbox"/>	Trace	X			+	UAT 13.00	UNPAID 13.00

	Trace		Scheduled	Worked	Shift
▶	<input type="checkbox"/>	Trace	X		
▶	<input type="checkbox"/>	Trace	X		
▶	<input type="checkbox"/>	Trace	X		



**To Copy An Override And Apply It To One or More Dates, follow these steps:**

1. Click the **Show Edits** link, beside the Submit button, at the bottom of the timesheet.
2. Click the **checkbox** next to the **Paper** icon for the override you want to copy.
3. Click the checkbox on the applicable date(s).
4. Click **Submit**.

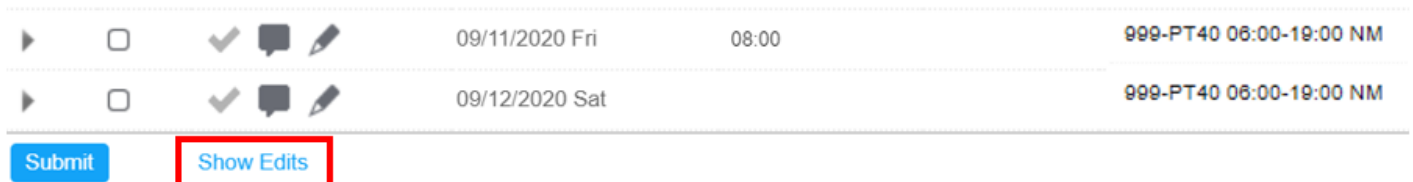


<input type="checkbox"/>	Trace	X	06/22/2020 Mon	13:00	04:00	999-PT40 06:00-19:00 NM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ Edit Work Detail 08:00 - 12:00 Code=TRAINING (TESTER1, 05/30/2020 12:12:16)			
<input checked="" type="checkbox"/>	Trace	X	06/23/2020 Tue	13:00		999-PT40 06:00-19:00 NM
<input checked="" type="checkbox"/>	Trace	X	06/24/2020 Wed	13:00		999-PT40 06:00-19:00 NM
<input type="checkbox"/>	Trace	X	06/25/2020 Thu	13:00		999-PT40 06:00-19:00 NM
<input type="checkbox"/>	Trace	X	06/26/2020 Fri	13:00		999-PT40 06:00-19:00 NM
<input type="checkbox"/>	Trace	X	06/27/2020 Sat	13:00		999-PT40 06:00-19:00 NM
<input type="checkbox"/>	Trace	X	06/28/2020 Sun	13:00		999-PT40 06:00-19:00 NM

[Hide Edits](#)

**To Edit An Override, follow these steps:**

1. Click the **Show Edits** link, beside the Submit button, at the bottom of the timesheet.
2. Click the **Edit link** for the override you want to edit.
  - The Override screen will display.
3. Use the fields available to make any necessary changes.
4. Click **Submit**.



<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/11/2020 Fri	08:00	999-PT40 06:00-19:00 NM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/12/2020 Sat		999-PT40 06:00-19:00 NM



Time Off Calendar

June 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04

Submit

Current Balances	
BANKED HOLIDAY	0 hours



Current Balances	
BANKED HOLIDAY	0 hours

---

Your current balance is displayed to the right of the time off calendar

---

3. To move forward or backward in time, use the **arrows** next to the month.

- Another option is to click on the **month** to display a pop-up screen which will allow the selection of a different month for the time off request. Select the appropriate **month**, then click **ok**.

September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30				02	03	04
06				09	10	11
						12

Select Month/Year

Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

---

2019	2020	2021
------	------	------

OK
Cancel

- To review your time off, any absence dates are identified with a **green checkmark** icon followed by **absence type**.

Time Off Calendar

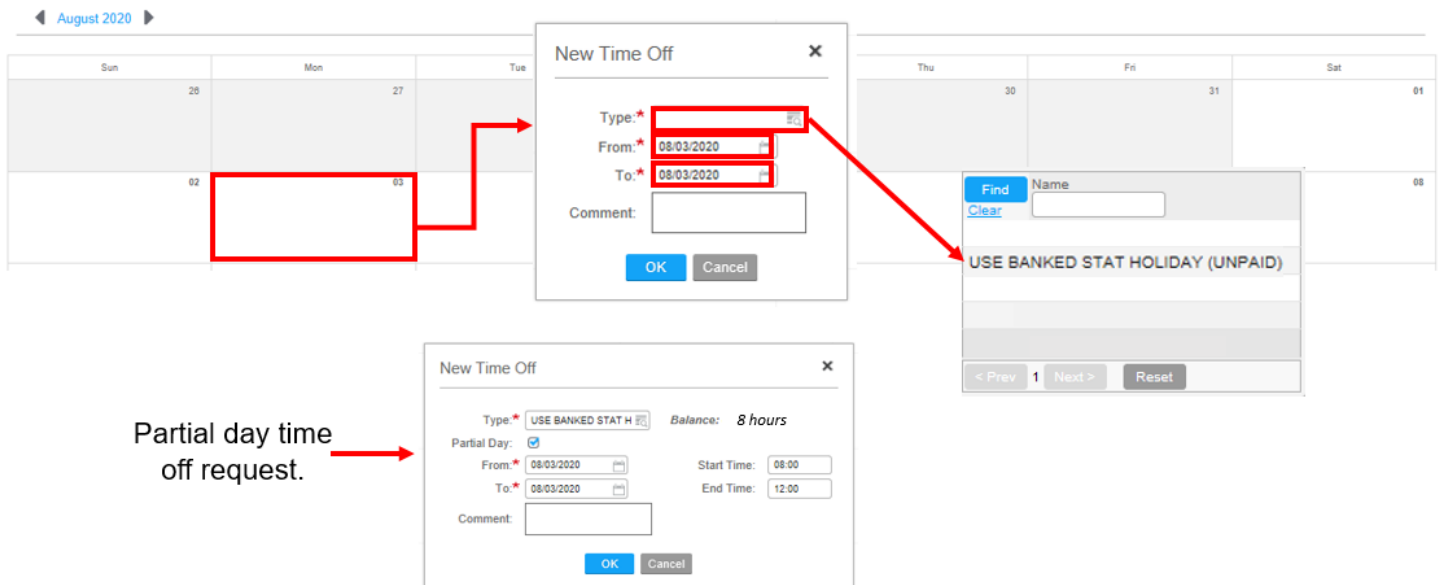
◀ September 2020 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05
06	LABOUR DAY 07	Use Banked Holiday 08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	Unpaid Excused 24	25	26
27	28	29	30	01	02	03

Submit

## To Request Time Off, follow these steps:

1. From the main menu, click on Time Off.
2. Once the correct calendar month is displayed for the time off request, click on the **date** in the calendar to initiate the request.
  - A **new time off** pop-up window will be displayed.
  - In the type field, use the **lookup** to select the appropriate **type** of time off.
  - If the time off request is for a full day, ensure the correct date is displayed in the **from** and **to** field.
  - If the time off request is longer than 1 day, use the **from** and **to** date **lookups** to select a date range.
  - If the time off request is for a partial day, select the **partial day check box**. Then, manually enter the **start** and **end** time in the available fields.
  - If necessary, type in a **comment** in the **comment** field.
  - Once all necessary fields have been completed, click on the **ok** button.



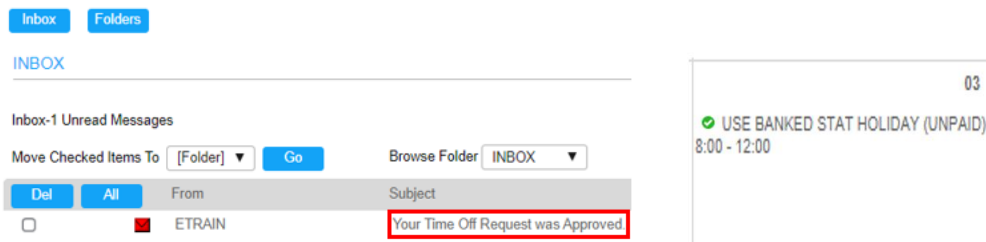
The image illustrates the steps for requesting time off. It shows a calendar for August 2020 with a red box highlighting the date 03. A red arrow points from this date to a 'New Time Off' pop-up window. In this window, the 'Type' field is highlighted with a red box, and a red arrow points to a search result for 'USE BANKED STAT HOLIDAY (UNPAID)'. The 'From' and 'To' fields are also highlighted with red boxes and contain the date 08/03/2020. Below this, another 'New Time Off' pop-up window is shown for a 'Partial day time off request'. This window has the 'Type' field set to 'USE BANKED STAT H' with a balance of 8 hours, the 'Partial Day' checkbox checked, and the 'From' and 'To' fields set to 08/03/2020. The 'Start Time' is 08:00 and the 'End Time' is 12:00. A red arrow points from the text 'Partial day time off request.' to this window.

- After clicking **OK** in step 2, the time off request will display on the time off calendar with an orange icon. The **orange** icon represents an **unsubmitted** request. To submit the request for approval, **click** on the **submit** button located at the bottom of the time off calendar.

**Note:** After selecting **Submit**, the orange icon will change to **blue** to indicate it is in **pending approval** status.



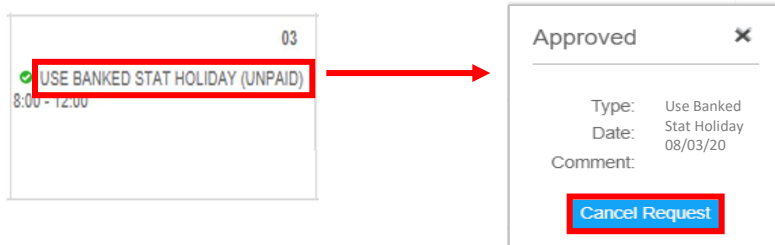
- When the request is **approved** or **denied**, a notification will automatically be sent to your **messages** folder.



- If the time off request has been approved, the icon on the time off calendar will be green with a check mark.
- If the time off request has been denied, the icon will be removed from the time off calendar. You will receive a notification in your messages folder.

### To Cancel An Approved Time Off Request, follow these steps:

- Navigate to the **time off calendar** via the **time off button** from the main menu.
  - Click on the **icon** of the time off request to be canceled.
  - Click on the **cancel request** button in the pop-up window that displays.
  - Click on the **submit** button at the bottom of the time off calendar.





2. A notification will be sent to your Time Approver to approve or deny the cancellation request.
  - The green icon will change to an **icon** with a **strikeout** through it, indicating a **pending cancellation** status.
  - Once the cancellation request has been **approved** or **denied**, a notification will be sent to your messages folder.
    - a. If the time off request to be cancelled was **approved**, the icon will be removed from the time off calendar and your balance will be restored.
    - b. If the time off request to be cancelled was **denied**, a notification will be sent to your messages folder and the icon will remain on your time off calendar and will return to the green circle with a check mark.

#### To View Messages:



1. The Messages tab is where system related messages are populated for time off request responses from your Time Approver.
2. If you are receiving one of these messages, the count will display, e.g (1), and a copy will also go to your K-C Outlook Inbox.

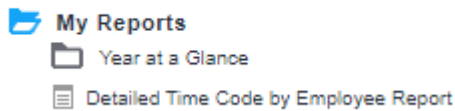
## To View My Reports, follow these steps:

1. From the main menu, click on **My Reports**.



2. This will take you to the My Reports page (shown below).

### My Reports



- **Year at a Glance** report will allow you to create a report for Absences, Overtime and Schedule. Each report will display data for the selected year.
- **Detailed Time Code by Employee Report** will display your work detail records for time code occurrences between start and end dates.

## To Set Report Parameters for Year at a Glance, follow these steps:

1. Click on the **Year at a Glance** folder

My Reports > Year at a Glance



2. Click on **New Report**

- The Year at a Glance Report page displays (shown below).
- In the **Report Type** field, use the **drop-down** menu to specify the report type (Absences, Overtime or Schedule).
- In the **Year** field, use the **drop-down** menu to specify which year you want.
- In the **Employee** field, use the **database lookup** to select **yourself**.

### Year at a Glance Report

Report Type	Year	Employee	Team	Include Sub Teams	Order By
Absences ▼	2020 ▼	TRAIN1	ALL	ALL <input type="checkbox"/>	User ▼

This report gives a Year-at-a-Glance view for the given user(s) or team(s)

### Save Parameters

Save  Delete  Personal Report

3. In the **Save Parameters** section, you can save the report for future reference. Select the **Save checkbox** and enter a **Name** and **Description** in the available fields. Then click **Go**.

**Note:** Once you select the Save checkbox, the system will also select the Personal Report checkbox automatically.

Year at a Glance Report

Report Type: Absences Year: 2020 Employee: TRAIN1 Team: ALL Include Sub Teams:  Order By:

This report gives a Year-at-a-Glance view for the given user(s) or team(s)

Save Parameters

Save  Delete  Personal Report

Name \* Absences 2020

Description \* Training

**Go**

4. Review the results. (Shown below)

- In the **Detail View** section, you can change the view by **Day**, **Month** or **Year**, by selecting the appropriate button on the left-hand side.

Year at a Glance Report

Report Type: Absences Year: 2020 Employee: TRAIN1 Team: ALL Order By: ALL Include Sub Teams:

**Go** **Save Params** **Legend**

January	February	March	April	May	June
SMTWTFS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	SMTWTFS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	SMTWTFS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	SMTWTFS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	SMTWTFS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	SMTWTFS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
July	August	September	October	November	December
SMTWTFS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	SMTWTFS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22	SMTWTFS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26	SMTWTFS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24	SMTWTFS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	SMTWTFS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26



Detail View

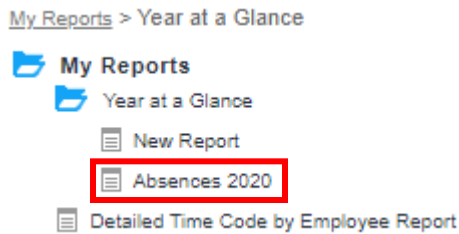
**Day**

Month

Year

Work Date	Employee	Time Code	Description	Value
09/23/2020	Training, Bart - TRAIN1	JURY DUTY/TESTIMONY LEAVE	8602	12.00 hrs
09/25/2020	Training, Bart - TRAIN1	BEREAVEMENT LEAVE	8510	12.00 hrs

5. Navigate back to My Reports and you will see your saved report in the Year at a Glance folder.

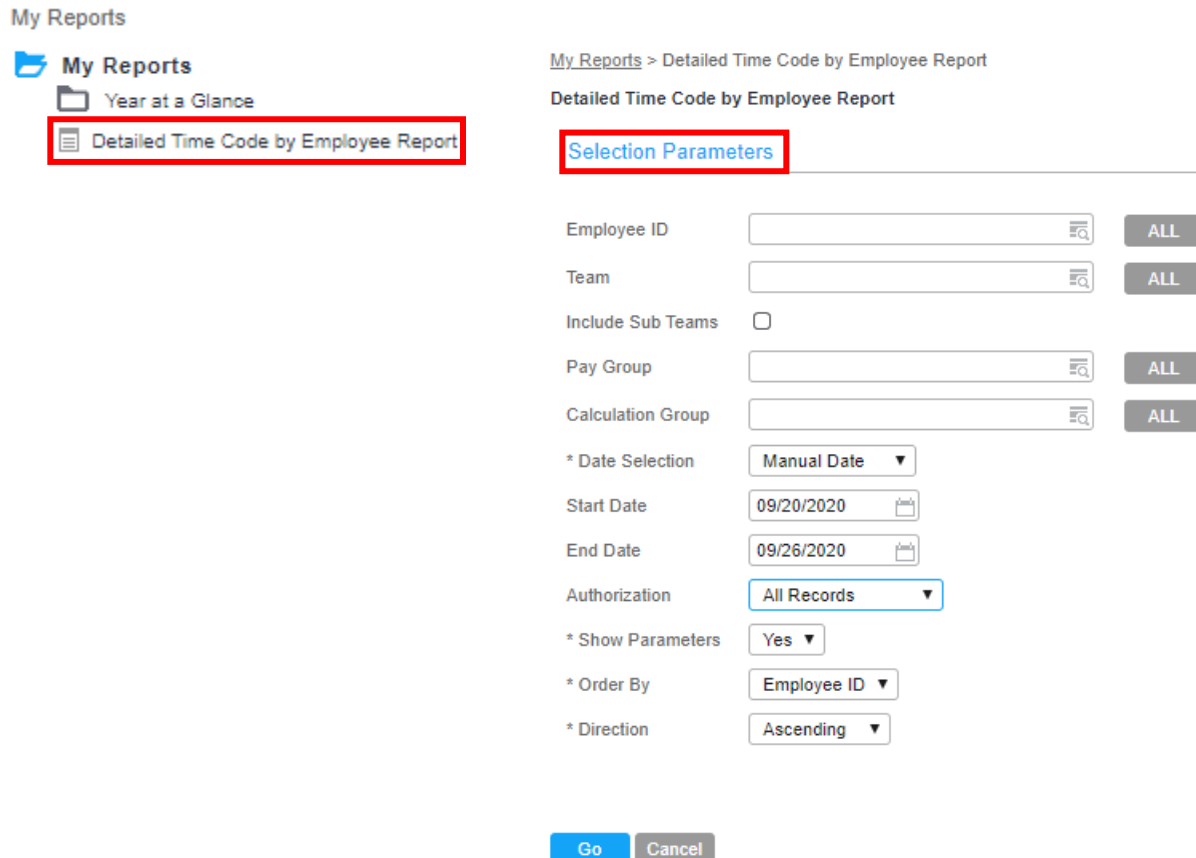


## To Set Report Parameters for Detailed Time Code By Employee Report, follow these steps:

1. From the main menu, click on **My Reports**.



2. Click on **Detailed Time Code by Employee Report**
  - The Selection Parameters page displays. (Shown Below)



3. In the **Selection Parameters**, Specify the parameters

- In the **Employee ID** field, use the **database lookup** to select **yourself**
- In the **Date Selection** field, use the **drop-down** menu to select the date selection criteria. Available options include: Manual Date, Today, This Week, Yesterday and Previous Week. If you want to run the report for a specific date range, select the **Manual Date** option.
- In the **Start Date** field, use the **calendar lookup** to select the start date.
- In the **End Date** field, use the **calendar lookup** to select the end date.
- In the **Authorization** field, use the **drop-down** menu to select the authorization criteria. Available options include: All Records, Authorized Only, and Unauthorized Only.
- In the **Show Parameters** field, select **Yes** to the selected parameters in the report.
- In the **Order By** field, select **Employee ID**.
- In the **Direction** field, select **Ascending**.
- Click **Go**.

Mandatory fields for the report are denoted with an asterisk \*

Selection Parameters

Employee ID	<input type="text" value="TRAIN1"/>	<input type="button" value="ALL"/>
Team	<input type="text"/>	<input type="button" value="ALL"/>
Include Sub Teams	<input type="checkbox"/>	
Pay Group	<input type="text"/>	<input type="button" value="ALL"/>
Calculation Group	<input type="text"/>	<input type="button" value="ALL"/>
* Date Selection	<input type="text" value="Manual Date"/>	
Start Date	<input type="text" value="09/20/2020"/>	
End Date	<input type="text" value="09/26/2020"/>	
Authorization	<input type="text" value="All Records"/>	
* Show Parameters	<input type="text" value="Yes"/>	
* Order By	<input type="text" value="Employee ID"/>	
* Direction	<input type="text" value="Ascending"/>	

4. Review the results. (Shown below)

**Note:** This example has time entries that are not applicable to Co-Op/Intern employees and is only meant for demonstration purposes.

Detailed Time Code by Employee Report

Employee ID: TRAIN1      Team: ALL      Pay Group: ALL      Date Selection: 09/20/2020 - 09/26/2020  
 Include Sub Teams: No      Calculation Group: ALL      Authorization: All Records  
 Order By: Employee ID      Decision: Ascending

Employee	Full Name	Work Date	Time Code	OT1.5	REG	Total Hours
TRAIN1	Training, Bart	09/21/2020	WRK	.	.	12.00
		09/22/2020	WRK	.	.	12.00
		09/23/2020	JURY DUTY/TESTIMONY LEAVE	.	.	12.00
		09/24/2020	CALL TIME	1.00	.	1.00
			HRS PD NOT WRK - CALL	.	.	2.50
		09/25/2020	BEREAVEMENT LEAVE	.	.	12.00
		<b>Training, Bart Total:</b>		1.00		50.50
<b>Report Total:</b>				1.00		51.50

**To Run the Detailed Time Code by Employee Report in a Different File Format, follow these steps:**

- From the screen above, you can choose to run the report in a different format. The available options include: **HTML** (default shown above), **PDF** and **Excel**. You can change the file format by selecting the appropriate icon located at the **top right-hand side** of the report.
  - If you click on the Parameters icon, it will take you back to the parameter selection page.



Parameters



HTML



PDF



Excel